

Kirchmer, Cindy

To: Elmore, Roxann
Subject: RE: FOIA Request EPA-HQ-2017-002700

Good afternoon Cindy,

Attached is the Billet/PD for Mr. Russell, thank you.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

COMMISSIONED OFFICER'S

04PP003

BILLET DESCRIPTION

1. ORGANIZATION (Bureau, Division, Branch, Section etc.) and location of duty
station

2. EQUIVALENCY STATEMENT	2A. BILLET SENSITIVITY	2B. GRADE (O - 6)	3. CAREER TRACK 92 - 21	4 CIVIL SERVICE SERIES 0819
GS-14/15				
2C. TOTAL GRADE				

5. FUNCTIONAL TITLE: Environmental Engineer

6. Pertinent program information (e.g., size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc.)

* Officer will oversee the Direct Implementation by Regions of drinking water regulations on tribal lands. The Officer will also play a major role in furthering the goal to improve access to safe drinking water and basic sanitation on tribal lands.

7. Brief statement of most important duties supervisory responsibilities and work relationships.

8. Direction received (title of supervisor and type of direction upon assignment of work, during the course of the work, and at its completion).

Supervisor: Branch Chief/Protection Branch. The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments resolving conflicts which arise, coordinating the work with others.

9. Minimum qualifications (education and experience) required to perform the job satisfactorily.

Education: BS Degree in Environmental Engineering from an accredited college or university. Experience in an EPA Regional water program and working with Tribal or Native Alaskan groups. Experience working with SDWA.

10. INCUMBENT'S NAME	11. INCUMBENT'S CAETGOHY	12. INCUMBENT'S RANK
13. SERIAL NUMBER	14. INCUMBENT'S PROFESSION	15. (Check One)
16. Certification or concurrence of the officer's supervisor		